

DISTRICT OPERATIONS MANUAL

SOLE - THE INTERNATIONAL
SOCIETY OF LOGISTICS



1 February 2005

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Document Control

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This Manual replaces the District Operations section of the August 2001 SOLE Management Manual in its entirety. Future changes will be made by footnote annotation to the text, with the corresponding record of Change Authority documented in the "Notes on Change Authority" section at the end of this document.

Foreword

This District Operations Manual (“Manual”) documents the official duties and responsibilities of the District Directors of SOLE – The International Society of Logistics (“SOLE,” “the Corporation” and/or “the Society”); and sets forth the proscribed district operating policies and procedures. The information provided herein is intended for use by those Directors responsible for the management and direction of SOLE activities.

This Manual provides guidance and procedures, and is subordinate – in ranked order – to the SOLE Bylaws, SOLE Operations Manual and SOLE corporate operating procedures and policies. In the event of a conflict between this Manual and any of the aforementioned documents, the aforementioned documents take precedence, unless otherwise directed by the Executive Board of Directors of SOLE.

Changes to this Manual are subject to the approval of SOLE’s Executive Board. Recommended changes, deletions, or additions to this Manual should be initiated by submission of a Document Change Request to SOLE Headquarters.

Additional information concerning the programs and policies of SOLE may be obtained by contacting SOLE Headquarters at the current address as noted on the SOLE web site (www.sole.org).

NOTE: Whenever the masculine noun/pronoun is used it shall be construed to include equally the feminine and neuter noun/pronoun.

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Section 1: INTRODUCTION

1.1 SOLE Organization and District Operations

SOLE - The International Logistics Society (“SOLE”, “the Corporation,” or “the Society”) is an international, non-profit professional society of individual and corporate members dedicated to the advancement of the art and science of logistics technology and management. The Society charters and authorizes chapters to provide local members with a forum for furthering the goals and objectives of the Society and providing mutual support at the local level (whether finite or virtual). These SOLE chapters engage in a wide variety of professional activities in pursuit of these objectives. The Society provides for intermediate areas of chapter coordination by districts based on geographical areas for mutual coordination and promotion of the Society.

This Manual is provided as a guide for District operations and details the responsibilities of and the performance guidance for those individuals serving as District Directors of the Society. This Manual is reflective of both the operational guidelines for the Society and those of the Chapter Operations Manual, all of which are necessary for a complete understanding of the role and responsibilities of the District Directors.

1.1.1 SOLE Corporate Organization

SOLE was organized and incorporated under California law as a general non-profit corporation on 1 July 1966. The Society is recognized as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, based on its stated purpose of “the advancement of the art and science of logistics technology through literary, educational and scientific endeavors.” SOLE has an international membership of professional, technical and management personnel engaged in the fields of logistics planning, operations and education. Chapter operations are designed to support these goals. All chapters and their activities are subject to the ongoing oversight and management of the Society’s Board of Directors and the Society’s Executive Board of Directors. As provided in the Bylaws of the Society, districts and chapters in the United States are chartered by SOLE, and are barred from separate incorporation or IRS registrations. Chapters located in Europe or other countries are permitted – when required – to incorporate and register as separate entities under local laws.

1.1.2 SOLE District Governance and Management

Districts are formed to promote the goals and objectives of SOLE – The International Society of Logistics. Districts are established by SOLE to provide mutual support to the chapters and members in a geographic area. They are management elements of SOLE, and can not be separate entities under SOLE’s governing requirements and restrictions. Districts may conduct regional technical meetings and workshops designed to provide the SOLE member with opportunities for professional advancement beyond those that would be available to members through a single chapter.

1.1.2.1 Responsibilities of the District and the District Director

District Directors are members of the Board of Directors of SOLE and, like all members of the Society, have a responsibility to act in the best interest of both SOLE and the individual members of the Society. They may not suborn the interest of the Society in their local operations and activities. District Directors have a responsibility that transcends their local or regional boundaries and that must reflect the professionalism of the worldwide membership. District activities, like those of the chapters, are similarly constrained and shall only be those activities that enhance the body of the Society as a whole.

1.1.2.2 District Management and District Directors

Districts are managed by a Director of the Society elected from the local district-affiliated members in good standing. District Directors are members of the Board of Directors of the Corporation. They may not commit the Corporation, beyond the limits set forth in this Manual, the Bylaws or applicable law without written authority from the Executive Board or the actions of the Board of Directors as a whole and as applicable and proscribed in SOLE's corporate governance documents. The District Director is elected to represent the Society to the members and non-members in the geographic areas of the district. As such, they have a responsibility to ensure that all activities in the district are in the best interest of both SOLE – The International Society of Logistics, and the individual members of the Society. Activities in the District may not be sub-optimized to benefit the district or local chapters to the detriment of the Society. It is the responsibility of the District Director to ensure that this balance is maintained.

1.1.3 Districts and District Directors as Agents of SOLE

District Directors, like the individual members, are NOT authorized agents of SOLE beyond the exact authority granted in this Manual or in the Bylaws. As such, District Directors shall not represent themselves, either through acts of commission or omission, as authorized agents of SOLE. District Directors, like other Directors of the Society's Board of Directors, or – for that matter - the members of the local chapters, are not authorized to commit SOLE in contracts, legal agreements, or otherwise. No one other than those duly authorized agents of the Society can or shall present themselves as an agent of the Corporation.

1.2 SOLE Intellectual Property and Non-Discrimination Policies

1.2.1 Intellectual Property Policy

SOLE's intellectual property – including but not limited to the trademarked SOLE logo, SOLE artwork, SOLE's name and/or copyrighted material – may only be used by the districts and chapters in the conduct of the authorized activities of SOLE. The use of intellectual property shall be in accordance with proscribed and published guidelines, or – in the absence of published policy - only as approved by SOLE Headquarters. No individual member is authorized to use any SOLE specific intellectual property unless and specifically as approved by SOLE Headquarters. Further, with the exception of the use of the Certified Professional Logistician (CPL) designation by a duly certified CPL, the use of the CPL logo and designation may only be used in connection with the CPL program. The use of any and all of SOLE's intellectual property by individual members, chapters, or districts of the Society except as approved is expressly prohibited and subject to the appropriate statutes and laws governing copyright and trademark laws.

1.2.2 Non-discrimination Policy

No member, chapter, district or any operating entity of SOLE may discriminate against an individual because of race, color, creed, sexual orientation, educational achievements, or any other classification as defined by local or national statute.

Section 2: DISTRICT OPERATIONS

This section provides basic information for the formation, organization, control and activities of Districts. It also provides reference to the Bylaws and operations manuals of the Society where additional information can be found.

2.1 AUTHORITY TO ESTABLISH A DISTRICT

Districts are established, consolidated, or realigned under the Bylaws of the Society by the Executive Board and the Board of Directors for professional, geographical, demographic, socio-political or administrative reasons; and as based on the needs of the members in the area.

2.2 FUNCTIONS OF THE DISTRICT AND DISTRICT DIRECTOR

The District has three primary functions assigned to meet the goals and objectives of the Society. These are: (a) operational support to the chapters, (b) new chapter development, and (c) district/regional events or activities. The roles and responsibilities assigned to the District Director under each of these areas are described and expanded in subsequent paragraphs.

2.2.1 Operational Support

2.2.1.1 District Director responsibilities in support of current chapter operations include:

2.2.1.1.1 Close alliances with and visits to chapter leadership teams for those chapters within the district. Contact at least once every two months is encouraged, every three months is mandatory.

2.2.1.1.2 A Quarterly District Activity Report shall be submitted to the Vice President, Member Services or the applicable international operations Vice President (i.e., Vice President, European Operations or Vice President, Asia/Pacific Operations) in accordance with Section 2.8.1, of this Manual.

2.2.1.1.3 An Annual District Financial Report shall be provided to SOLE Headquarters (to the attention of the Executive Director) by 20 October of each year, in accordance with Section 2.8.2.3 of this Manual.

2.2.1.2 The Vice Presidents, European Operations and Asia/Pacific shall coordinate the submission of all information from their district operations as required by local law, but as a minimum shall provide all information required from United States based chapters and districts.

2.2.2 New Chapter Development

District Directors are responsible for the recruitment of new members in the areas of the district not served by a chapter. As Directors they also are responsible for the development of new chapters to serve these members. The following procedures describe the process for developing a new chapter and its recognition by SOLE.

2.2.2.1 Any number of local chapters may be established within a geographical district as long as such chapters comply with the policies and objectives of SOLE and operate in accordance with the procedures in the Chapter Operations Manual.

2.2.2.2 A group of individuals wishing to establish a chapter must contact the appropriate District Director and provide him with the details of organization. (In the absence of a District Director, the information will be submitted to SOLE Headquarters.) The District Director will then submit the following information to SOLE Headquarters for the official establishment of the new chapter:

District Director endorsement (if applicable);

Name of the individual organizing the chapter, who acts as interim chairperson pending election of a permanent chairperson by chapter members;

A "Petition for Establishing a Chapter" (in the form as attached to this Manual) with signatures of at least 12 active SOLE members; and

The name by which the chapter wishes to be identified and the city in which it is located.

2.2.2.3 Upon receipt of the above information, and after approval of the Executive Board, the SOLE Executive Director will issue a chapter number to the submitting District Director and advise the SOLE Board of Directors of the formation of a new chapter. New chapters shall be provided with a chapter charter, and other documents as may be required for effective operation. In addition, a SOLE banner shall be supplied at no cost to the chapter to promote identification with the SOLE organization.

2.2.2.4 Individuals wishing to establish a new international chapter but not having district affiliation must send their Petition for Establishing a Chapter directly to the Vice President, European Operations or Asia/Pacific Operations, as applicable, for recommendation for chapter establishment. Once approved, the petition will be forwarded to SOLE Headquarters for review and subsequent approval by the Executive Board and formal processing and issuance of the chapter charter.

NOTE: Procedures for operating of the chapter are contained in the Chapter Operations Manual and are not repeated here.

2.2.3 District Events or Activities

Districts are encouraged to conduct multi-chapter events and inter-district events with local chapters of other professional organizations and local educational intuitions. General guidelines for the conduct of such activities in included in Section 2.9 of this Manual. However, it is important to note here that the events are to be constrained by the target attendance to be drawn from the district geographical boundaries, and the theme focused on the requirements for implementing current or new policy or processes. District Directors have full responsibility for the conduct of these events and, in their roles as Directors of the Society, are considered ex-officio members of all committees formed for the conduct of district events and activities. As Directors of the Society, they will provide guidance, and have veto authority for all decisions, as directed by the Executive Board.

2.3 OPERATIONAL COMMITTEES

The Districts are discouraged from forming operational committees to conduct business, with the exception of those committees necessary for the planning for and conduct of a district event or workshop. Positions formerly known as State Directors are no longer authorized since communication improvements through the use of electronic mail have enabled District Directors to work closely with all areas of the districts. If further assistance is needed in providing management in an area served by the District Director, the Executive Board will determine the most appropriate means of doing so. District Directors are responsible for the conduct of the committees formed for such activities and, as such, are ex-officio members of all committees operating in the District.

2.4 DISTRICT OPERATING PROCEDURES

2.4.1 District Operations Manual

Districts must use this Manual as the operational procedures for the district. All changes to this Manual must be approved by the Executive Board in writing prior to implementation.

2.4.2 Non-North American Districts

In order to meet the requirements for operations in countries outside North America, SOLE chapters that are legally organized as professional non-profit societies in their own right (in the country in which they are domiciled) may prepare separate national bylaws and other management documents. These documents shall be prepared by a committee of members within that country. That committee shall submit the documents through the Vice President, European Operations or Asia/Pacific Operations, as applicable, to SOLE Headquarters for review and approval. All such documents shall refer to the international SOLE Bylaws. Upon SOLE approval and subsequent filing with and approval by the country, a copy of the documents showing country approval and recording shall be forwarded to SOLE Headquarters for retention.

2.5 DISTRICT BUDGET AND FINANCE

2.5.1 Annual Budget

All District Directors should prepare an annual budget based on anticipated travel related requiring reimbursement from SOLE.

2.5.2 Sources of District Income

Each district may be allocated certain sums from SOLE Headquarters for the conduct of district business as authorized by the Board of Directors at the Annual Meeting where the budget is approved for the coming year. No additional sources of district operating funds or revenue generation are authorized.

2.5.3 District Bank Accounts

2.5.3.1 Districts may open local bank accounts **solely** for the purpose of operational control of the funds from district sponsored activities and workshops. These accounts are to be closed through distribution of all unexpended funds as authorized by the Executive Board when authorization to conduct the event is granted.

2.5.3.2 All district bank accounts must be registered under the SOLE Employer Identification Number (EIN) as issued by the Internal Revenue Service and provided by SOLE Headquarters. Use of any other EIN or any member's Social Security Number is prohibited. Copies of all documents used to establish said accounts (e.g., signature cards, banking resolutions and account forms) will be provided to SOLE Headquarters not later than 30 days after the establishment of the account.

2.5.3.3 All excess funds shall be returned to SOLE Headquarters at the end of SOLE's Fiscal Year (30 September).

2.6 DISTRICT OPERATING GOALS

Each year, SOLE's Executive Board of Directors shall establish the goals for the operation of the Society at the October Executive Board Meeting. Each District Director shall establish operating goals for their individual performance, in support of the goals of the Society. Further, each District Director will work with the chapters in the district to set goals for the chapter to further enhance the Society's goals for/at the local and national level.

Each District Director shall work closely with the chapters in the area to ensure that the Chapter Awards Committee ensure that members of the chapter, and the chapter itself, receive recognition worthy of the achievements accomplished by SOLE for each program year. The Chapter Awards Committee should do more than report on the accomplishments of the chapter at the end of the year: they should take an active role throughout the year in the formation of the yearly program to assure the chapter will qualify for the recognitions offered by the Society. District Directors shall work with the chapters during the year to ensure that they remain on track to achieve this recognition.

2.7 DISTRICT PUBLICATIONS AND COMMUNICATIONS

2.7.1 Publications and Websites in the District

District Directors shall support the inter-chapter distribution of chapter newsletters and activity reports. No separate district publications, newsletters or websites are authorized or permitted. Informational articles on Society activities are provided directly from SOLE Headquarters, through the *SOLEtter*, or management communications. District Directors are encouraged to submit articles of interest on District Activities to SOLE Headquarters for inclusion in these publications.

2.7.2 Publications Outside the District

SOLEtter is the only authorized publication for the exchange of information on chapter and district events outside the district boundaries. As members of the Society and practicing logisticians, District Directors are encouraged to write articles of technical interest for the Society for publication in Society publications such as *SOLEtech* or the *Logistics Spectrum*.

2.7.3 Stationery and Correspondence

The Society provides the only official letterhead stationery to be used by the Directors and Officers of the Society. Since this letterhead stationery reflects a continuously changing list of Board of Advisor members supplies are limited in production and are not stockpiled. District Directors are generally discouraged from using official letterhead for correspondence with chapters and members. If letterhead stationery is needed for official correspondence outside the membership (e.g., to assist in the development of a new chapter) supplies will be provided on request.

2.7.4 Business Cards

District Directors are generally encouraged to use business cards from their primary employer or personal business. In order to maintain a standard of quality in design and production SOLE Headquarters controls the production and issue of all SOLE business cards. These cards are normally provided, when required, by SOLE for members of the Executive Board. If a District Director has a requirement for SOLE business cards they are to be ordered from SOLE Headquarters. Since these cards contain contact and employer information the District Director must coordinate with SOLE Headquarters for their production and cost reimbursement.

2.8 DISTRICT REPORTS

2.8.1 Quarterly Activity Reports

A quarterly activity report shall be submitted by the District Director to the Vice President, Member Services (with copies to SOLE Headquarters and the Chair, District Affairs Committee) within 20 days following the end of each quarter. The report will summarize the activities of the District Director in meeting the goals of the Society and the goals established for the District.

This report shall incorporate all chapter activity reports as attachments and shall provide a summary overview of:

- a. The status of each chapter
- b. Chapter programs and other activities
- c. Chapter workshops and seminars
- d. Chapter membership status

2.8.2 Chapter and District Annual Financial Reports

2.8.2.1 A Chapter Annual Financial Report shall be submitted by the chapter to SOLE Headquarters – with a copy to the District Director - within twenty days following 30 September. (NOTE: This date is tied to the Society’s Fiscal Year, as proscribed by the Bylaws. That date is firm, regardless of the date chosen by the chapter as the end of its program year.) The report shall summarize chapter revenue and expenses for the previous twelve months.

2.8.2.2 A consolidated summary and evaluation of the Annual Financial Reports for the chapters within his district will be provided by the District Director in his report to the Vice President, Member Services not later than the 20th of October.

2.8.2.3 An Annual District Financial Report shall be provided to the Executive Director by 20 October of each year for accounts managed in the District.. The report shall include a summary of all District revenues and expenses for the period 1 October of the previous year through 30 September of the current year.

2.9 GUIDELINES FOR CHAPTER AND DISTRICT WORKSHOPS AND TECHNICAL SYMPOSIA

2.9.1 General Guidelines

District and Chapter sponsored or co-sponsored workshops or symposia should be conducted in accordance with the instructions in the following paragraphs.

NOTE

In no case shall any chapter or district engage in any activity which may benefit said chapter or district to the detriment of the Society as a whole. No locally sponsored event (including those supported or sponsored by chapters in the international areas of operations) will compete with Society sponsored events, to include the solicitation of advertisers or exhibitors already supporting Society objectives. Also prohibited are those events that, on analysis of the Executive Board, are determined to be of national/international/overall Society focus or more appropriately conducted at the the chapter level. The conduct of all activities which have the potential to adversely effect the Society’s Annual International Conference and Exposition or International Logistics Congress are expressly prohibited.

2.9.2 Focus for Attendance

All chapter events shall focus on the technical training of members and other logisticians in the area served by the chapter. District events shall focus on the requirements for technical training and the implementation of policy germane to those members and logisticians in the area served by the district. While attendance is not restricted to the geographical boundaries mentioned the planning and marketing of the events must be based on and limited to these areas.

2.9.3 Authorization

All District and chapter workshops and technical symposia require approval and coordination through the District Director, and final approval by SOLE's Executive Board of Directors. Approval by the Executive Board is contingent on presentation of a technical program, technical plan (including backdate calendar and risk assessment/mitigation plans); and the development of a sound financial plan and operating budget for the event. See Appendices for examples and general content requirements for plans and documentation for events and activities.

2.9.4 Conducting the Event

2.9.4.1 Workshops and Technical Symposia may be conducted by districts through the coordinated activities of local chapters; or co-sponsored with local government agencies or educational institutions. The number of symposia, seminars, workshops or technical conferences, staged in any one year is not restricted except that **events will not be held within 120 days before or after the Annual International Conference and Exposition.**

2.9.4.2 Conflicts within a district are to be resolved by the District Director. Conflicts between districts will be resolved by the SOLE Executive Board. Scheduling of local or regional symposia to conclude the day before or commence the day after concurrent meetings of the SOLE Executive Board or Board of Directors meetings is encouraged. However, such scheduling will not ensure that the Executive Board or individual members will be present at the event.

2.9.4.3 The Vice President, Professional and Technical Development, Application Division Directors; Vice President, Education; and Education Committee of SOLE may, upon request from the host chapter, provide assistance in the identification of speakers and development of the technical symposium format and topics. SOLE Headquarters will provide, upon request, a mailing list of all SOLE members residing in the region covered by the event.

2.9.5 Financial Policies for Local or Regional Technical Symposia

2.9.5.1 Basic Policy

Workshops and Technical Symposia must generate sufficient funds to enable the sponsoring chapter or regional group to meet expenses. Reasonable but not exorbitant surplus may be incurred. (Exorbitant in this case is defined as an amount equal to or greater than 25% of the overall chapter operating budgets for the previous year.) Distribution of portions of any surplus funds to both SOLE and the Logistics Education Foundation (LEF) is required, and must be specified in the basic plan for the event.

2.9.5.2 Division of Surplus or Loss

As an incentive to the host chapters, the surplus (or loss) accruing to the host chapter from sponsorship/co-sponsorship of local or regional symposia will be divided as specified in instructions in the presented Technical Plan for the activity. Items included in the final financial statement will be in accordance with the approved financial plan, previously forwarded to the Society Vice President-Finance through the district director. If a loss is incurred no reimbursement will be made by the Society unless properly authorized before commitment.

2.9.5.3 Budget and Financial Reporting

A proposed financial plan for each district or chapter workshop or technical symposium will be submitted through the District Director and Vice President, Professional and Technical Development, to the Vice President, Finance – along with the initial request for symposium approval - at 150 days prior to the event. The financial plan normally will include a detailed budget, listing of fees, expense breakdown (including repayment of any cash advance from SOLE), and a cash flow projection.

2.9.5.4 Cash Advance

Requests for loans from SOLE Headquarters may be made using the guidelines on the "Chapter Loan Request for a Workshop" form. This advance, if approved by SOLE's Executive Board of Directors, is considered a first level debt and must be repaid before any and all other creditors.

2.9.5.5 Bonding and Indemnification/Liability Coverage

All individuals responsible for handling cash at regional or chapter symposia must be bonded for not less than \$15,000 through a recognized bonding company. This is a mandatory requirement, not an option. This is necessary because chapter management and members are not covered under the Society's Directors and Officers General Liability Insurance policies, since chapter management are not included in the definition of officers under the provisions of corporate law. This coverage will be obtained through SOLE Headquarters upon completion by the chapter/district of the forms required by the bonder/insurer. Further, SOLE regional and chapter symposia must have liability insurance coverage issued by the Society's insurer for each event to these minimum levels:

Bodily injury	\$1,000,000/2,000,000 U.S.
Property damage	\$500,000 U.S.
Theft, Robbery, Hold-up	\$ 50,000 U.S.
Exhibits	as required by the Exhibits Manager

NOTE

Most hotel and other event centers' insurance policies have recently been changed to exclude coverage for organizations holding events at the location.

2.9.5.6 Closing the Books

Unless otherwise approved by the Society's Vice President, Finance all accounting and accounts for regional and chapter symposia must be closed not later than 60 days after the date of the event. When the books are closed, all remaining copies of the symposium's proceedings must be sent prepaid to SOLE Headquarters for archive and inventory management.

2.9.5.7 Audit

The final regional or chapter symposium financial statement shall be audited by the Society's Vice President, Finance and SOLE Headquarters not later than 90 days after the closure of the event accounts or 120 days after completion of the event, whichever date falls first.

2.10 DEACTIVATION AND MERGER OF CHAPTERS AND DISTRICTS

2.10.1 Chapter Deactivation

Procedures for chapter deactivation are contained in the Chapter Operations Manual and not repeated here.

2.10.2 District Deactivation and Mergers

Districts may be deactivated or merged on direction of the Board of Directors upon the recommendation of the Vice President, Member Services.

When districts are merged a single District Director shall be selected by the Executive Board (based on recommendations from the Vice President, Member Services) from the Directors of the merged districts. The selected Director will head the new district until such time as elections can be normally scheduled.

2.11 REMOVAL FROM OFFICE

District Directors may be removed from office by Executive Board action for failure to perform their duties or conduct themselves in a manner that supports the goals of the Society. Such action is predicated upon a combined recommendation from the Vice President, Member Services and the President of the Society.

Appendix A – Sample Event Technical Plan

The technical plan presented herein is a sample outline of the one that the district or chapter should prepare for the event. Elements in this plan must be addressed in their entirety for the event to be considered by the Executive Board.

Probably the single most effective means of adding to the chapter treasury is to conduct a one-day seminar or symposium consisting of three to six technical papers presented by local or regional experts. Included in the fee is usually a luncheon or buffet. Frequently, a panel session is included, either to start the technical program or to recap the earlier topics. Fees for chapter events can run from \$25.00 to \$100.00 and the chapter may expect to attract from 35 to 100 participants. District event fees should be commensurate to the level of participation, but should be not higher than half of those charged by SOLE for the annual symposium. If a full technical program is provided with interesting speakers, and if a meal is included, the higher fee is appropriate.

The expenses associated with such seminars are normally minimal: included would be the cost of the facility (frequently no cost), the cost of the meal, some minor speaker expense, reproduction of handouts and the cost associated with publicity for the event. A chapter could have a surplus of \$1,000 or more from such an event; however, excessive surplus is not encouraged since the primary purpose of the event is training. District and chapter workshops also can be conducted throughout the year, either as a single all-day event or a series of shorter (e.g., two hour) training sessions. Workshops should be as carefully structured as the seminars.

Instructors or workshop speakers should be recognized leaders in the subject under discussion. The chapter's own members often are the best available and should be used. Since the cost of workshops is minimal, the fee charged should also be minimal.

When a symposium or workshop is concluded, extra copies of the proceedings are usually available. The chapter may wish to offer these for sale to those who were unable to attend. **Two copies of all event proceedings are to be submitted to SOLE Headquarters for filing in the Society's library and historical archives.**

Districts and chapters cannot legally accept monetary gifts for their operating expenses. Gifts of service, on the other hand, both by individuals and their companies are acceptable and encouraged as ways of reducing expenses. Corporate support for reproduction and mailing of course materials may be essential for chapters with a membership below 50.

Every chapter should emphasize continuing professional activity. If a chapter is active - holding monthly meetings, conducting workshops or seminars, publishing a newsletter, communicating with and involving the members and conducting a vigorous renewal and recruitment campaign - adequate sources of chapter income will be developed.

PROPOSED DISTRICT (OR CHAPTER) PLAN

for a

TECHNICAL LOGISTICS SYMPOSIUM



By
District XX (number) Event Committee of
District XX of SOLE – The International Society of Logistics

Date: _____

Chair Person (Name)

District Director (Name)

Approved by Executive Board _____ Date: _____

Appendix A – Sample Event Technical Plan

A.1 Introduction

Indicate the purpose of the event in terms of the goals of the Society (i.e., “... the advancement of the art and science of logistics technology through literary, educational and scientific endeavors”).

A statement in this area might read:

The goal of the symposium is to build a foundation for an annual event designed to be of high educational value to the local logistics community and provide a basis for revenue to continue the local chapter activities.

A.2 Concept

Provide a detailed concept plan for the event including:

The technical focus, and the number of days that it will span

The target market –members, non-members and the geographic area

Other organizations supporting and providing attendance

Number and source of instructors/presenters – to include how the chapter will validate their credentials

Identification of support required from SOLE Headquarters

A.3 Facilities

A.3.1 Most chapter sponsored events should take maximum advantage of local corporate facilities and should not require the use of facilities which must be placed under contract a significant time in advance of the event. Use of local hotels and convention facilities is discouraged.

A.3.2 Use this paragraph to describe the facilities you will use for the event and how the facilities will be committed.

A.3.3 Please note here that the only authorized Contracting Officer for the Society is the Vice President, Finance. District Directors, chapter management and event or activity chairmen are not authorized to sign any contract. If significant negotiations and commitment on the part of SOLE is required for the acquisition and contract of the facilities the event will be classified as a SOLE event, not a District or Chapter event. This classification would cause significant control of the event to revert to SOLE and, thus, making it no longer a local event.

A.4 Financial Planning

A.4.1 Budgeting and Funds Management

A.4.1.1 The basic budget for the event should be provided under a separate cover showing the necessary financial planning. In this section describe the general approach to financial plans. A basic budget for a chapter event is included at Attachment 1.

A.4.1.2 Indicate the processing of all monies, credit cards, and if applicable government vouchers. Note that all credit cards and government vouchers must be processed through SOLE Headquarters. Chapters are not authorized to process instruments made out to SOLE, and are not authorized to collect the funds in SOLEs' name.

A.4.1.3 Indicate how the recruitment of exhibitors will not compete or interfere with the corporate exhibitors or partnerships at the SOLE Annual Symposium.

A.4.1.4 Indicate how the financial records for the event will be maintained and how responsibility for accuracy will be allocated. SOLE reserves the right to provide for/conduct an audit of the event records at any time from the commencement of the collection of funds through the final accounting close-out.

A.4.1.5 Demonstrate an understanding and plan for both bonding and insurance for the event.

A.4.2 Division of Surplus or Loss

A.4.2.1 Surplus revenue

Provide a specific plan for the distribution of surplus income. You may indicate a minimum amount that goes directly to the chapter with the remaining funds to be distributed to SOLE or LEF. It should be noted that the chapter's share may not exceed 25% of the prior year's operating capital as reported on the chapter Annual Financial Report. (Operating capital is not the balance in the bank account.) All other funds must be allocated to SOLE or the LEF. Local scholarships are not approved applications for these funds.

A.4.2.2 Negative Revenue

In the event of negative revenue the chapter must indicate how the shortfall will be provided for. Plans must clearly indicate the use of existing funds, or the requirement for SOLE to provide a loan to cover the shortfall. Please note that all such eventualities must be included in the risk management plan for the event (see Attachment 3 to this Appendix).

A.5 Schedule

A comprehensive backdate schedule must be developed for the event. All activities leading up to the event must be included and tracked. This should be included as an attachment to the plan. A draft is included at Attachment 2 for your use in the initial planning. This should be updated to reflect the local chapter approach to the event.

A.6 Administration

All administrative requirements must be described. Indicate how registrations will be supported, how monies will be accounted for and how the day to day activities of the event will be provided for. All administrative relationships between the chapter and other local organizations must be described in full. Indicate how the chapter will provide for publicity and other information for the event.

Attachment 1 to Appendix A – Basic Budget for a District or Chapter Event (Sample)

SOLE Headquarters will provide an Excel version of the budget illustrated below to allow rapid computation of the final budget. Input worksheets and final budgets must be included in your request for the event approval by the Executive Board.

Paid Attendance	Fee	Number	Day One	Day Two	Total					
Full Non Members	\$120.00	25			\$3,000					
Early Non Members	\$95.00	5			\$475					
Full Members	\$85.00	55			\$4,675					
Early Registration	\$60.00	15			\$900					
Total Paid		100	100	100	\$9,050					
Non Paying										
Instructors		2								For Workshops
Presenters		8								For Sessions
Staff		8	8	8						Use Volunteers for this
Guests		4								VIP attendance
Total Non Paid		22	22	22						
Exhibitors	Fee	Number								NOT Recommended for Local Events
Exhibitor Std	\$700.00				\$0					In line booth
Exhibitor High	\$750.00				\$0					Corner or high traffic booth
Total Exhibitor Personnel					\$0					
Sponsorships										NOT Usually Available for Local Events
Sponsors Basic	\$200.00				\$0					
Sponsors Medium	\$500.00				\$0					
Sponsors High	\$750.00				\$0					
					\$0					
Expenses	Cost Each									
Instructor Fees										
Instructor Fees	\$0.00									Use Volunteers for this
Tokens For Speakers	\$15.00				\$150					
Rent for Event	\$750.00									
Meals	Cost Each									
Breakfast	\$7.50				\$0					
Morning Break	\$6.50		\$793.00	\$793.00	\$1,586					
Lunch	\$11.00				\$0					
Afternoon Break	\$6.50		\$793.00	\$793.00	\$1,586					
Dinner	\$17.50				\$0					
Total Food					\$3,172					
Exhibitors	Fixed Cos	Cost Each								Not Recommended for Local Events
Drapery		\$25.00	Enter based on final contract							
Exhibits Manager										
Exhibitor Prospectus										
Security	\$275.00									
Phones - Internet		\$25.00								
Admin Expense										
Admin to HQ for										
Credit Cards & 1556s	5.00%				\$226					Reflects charges from Credit Card Company
Phones - Internet	\$15.00									May not be required
Staff Tokens	\$5.00		\$40.00	\$40.00	\$80					
Liability Insurance	\$500.00									Validate with SOLE HQ
Printing Advertising	\$5.00				\$500					For Chapter Event use \$5.00 for District Event use \$10.00
Printing Proceedings	\$25.00				\$2,500					Covers cost of Proceedings
Shipping	\$3,500									Only if Materials From SOLE HQ are required
Registration Personnel	\$9									Use Volunteers For this
Registration Materials	\$250				\$250					
Computer Rentals per day	\$0									Use Local Members Assets
Facility Administrative Fees	\$250				\$250					Provides for last minute support
Total					\$3,806					

Attachment 2 to Appendix A – Event Backdate Calendar (Sample)

SOLE Headquarters will provide an Excel Worksheet that will compute the due dates when you enter the event date.

<u>Date</u>	<u>Backdate</u>	<u>Activity Complete</u>	<u>Responsible</u>
-360	-360	Schedule panels	Conference Chair
-350	-350	Target Theme Confirmed With Local Customers	Chapter/District Officers
-340	-340	Proposal to Executive Board	Chapter/District Officers
-300	-300	Do Not Proceed until approved Executive Board Approval	Exec Bd
-260	-260	Technical Program Outline with Keynote speakers and session topics	Conference Chair
-225	-225	PAPER Abstracts Due	Authors
-200	-200	Final Site Selection	Conference Committee
-175	-175	Exhibits Manager Confirmed	SOLE Hq
-160	-160	Invitation to Exhibitors	Exhibits Manager
-150	-150	Site Contract Negotiated and Signed	VP Finance/President/
-140	-140	Preliminary Booth Layout	Exhibits Manager
-120	-120	Detailed Agenda	Conference Chair
-90	-90	Review Abstracts Completed	Paper Committee
-90	-90	Registration Form to Web Site, Spectrum and SOLEtech	Conference Chair
-90	-90	Interim Exhibitors' Fees/Charges to SOLE Hq	Exhibits Manager
-85	-85	Acceptance/non-acceptance notification	Paper Committee
-75	-75	Preliminary Program Information & Speaker Lists	Conference Chair
-75	-75	e-mail Promotion to Mailing Lists	Conference Chair
-60	-60	Technical Agenda Published	Conference Chair
-60	-60	e-mail to Presenters	Conference Chair
-60	-60	Interim Exhibitors' Fees/Charges to SOLE Hq	Exhibits Manager
-60	-60	Select Speakers' Gifts items (Keynoters, Workshop Leaders, Panel/Session Moderators/Panelists, Paper Presenters)	Conference Chair SOLE Hq Support
-60	-55	Determine quantity for Gift Items, submit to vendor for price/delivery time quote	Conference Chair SOLE Hq Support/Guidance
-55	-55	Accept quote, place order for Gift Items	SOLE Hq
-50	-50	Assign time slots for Papers	Conference Chair
-45	-45	Identify Audio Visual Requirements	Conference Chair
-30	-30	Select CD contractor for Proceedings	SOLE Hq
-30	-30	Arrange for AV Resources	VP Finance
-30	-30	e-mail Promotion to Mailing Lists	Conference Chair
-30	-30	Interim Exhibitors' Fees/Charges to SOLE Hq	Exhibits Manager
-25	-25	e-mail to Presenters	Conference Chair
-10	-10	Balance of Exhibitors' Fees collected	Exhibits Manager
-10	-10	Exhibitors' Fee Balances/Charges to SOLE Hq	Exhibits Manager
-10	-10	Final Program to Printers	Conference Chair
-5	-5	Deliver Final Program to Hq	Printers
-2	-2	All Materials On Site	Conference Chair
-2	-2	Registrations to SOLE Hq for Processing (C & 1556s)	Conference Chair
-1	-1	Registration Set Up/ Materials In Bags	Conference Staff
0	0	Symposium Relax It's too Late to Worry	Conference Chair
2	2	Close Symposium Accounts and Cross Check Registrations	SOLE Hq & Conference Chair
10	10	Papers input deadline to CD Contractor	Conference Chair
15	15	Preparation of CD's Complete	Contractor
30	30	Accounts Closed	VP Finance
48	48	All Uncontested Bills Paid	SOLE Hq & Conference Chair

Attachment 3 to Appendix A – Event Risk Analysis and Mitigation Plan (Sample)

The risk analysis plan illustrated here is a basic analysis tool that allows the Executive Board to gain an appreciation of the level of understanding by the district and chapter of the risks associated with the planned event, and their ability to respond by mitigating the probability of occurrence and/or the impact on success should they occur.

	Risk		Opportunity					
	Worst Case		Nominal		Best Case			
Income								
Registration	\$6,787.50	-25%	\$9,050.00	15%	\$10,407.50			
Sponsorships	\$0.00	-30%	\$0.00	10%	\$0.00	Not Used for This Level Event		
Exhibitors	\$0.00	-20%	\$0.00	10%	\$0.00	Not Used for This Level Event		
Total Income	\$6,787.50		\$9,050.00		\$10,407.50			
Expenses								
Instructor Fees	\$0.00	0%	\$0.00	0%	\$0.00	Not Used for This Level Event		
Tokens	\$150.00	0%	\$150.00	0%	\$150.00			
Rentals	\$0.00	0%	\$0.00	0%	\$0.00	Recommend Alternative Sourcing		
Exhibitors	\$0.00		\$0.00		\$0.10	Not Used for This Level Event		
Meals	\$3,172.00	0%	\$3,172.00	15%	\$3,647.80	Assumes you can go up but not down		
Admin Expense	\$3,806.25		\$3,806.25		\$3,806.25			
Total Expenses	\$7,128.25		\$7,128.25		\$7,604.15			
Revenue	-\$340.75		\$1,921.75		\$2,803.35			

NOTES ON CHANGE AUTHORITY

All changes to this Manual will be made by footnote annotation to the text in future editions, with the corresponding record of Change Authority included on this page.